

**SECRET****NOTICE****PERSONNEL**PROMOTION1. PURPOSE

This Notice supplements Regulation [REDACTED] 30 April 1954, by designating categories of positions in which the normal promotion progression is at one grade stages during the range GS-5 to GS-11.

2. RESPONSIBILITIES

The Assistant Director for Personnel is responsible for determining the normal progression for all Agency positions and disseminating this information to Agency Components.

3. PROCEDURE

- a. The following listing includes all positions in which the normal promotion progression is at one grade stages during the range GS-5 to GS-11. Wherever a series of positions is listed, all positions in the series are included.

Occupational CodeSeries or Position Title

GS-0010.01  
GS-0010.02

Editorial Clerk  
Broadcast Monitor (English Speaking)

GS-0010.03  
GS-0010.12  
GS-0032.01

Editorial Clerk (Typing)  
Pictorial Research Clerk  
Clerk Translator  
Secretary Translator

GS-0033.01  
GS-0033.02  
GS-0033.03  
GS-0203.00  
GS-0211.01

Interpreter  
Broadcast Monitor (Multi)  
Broadcast Monitor (Mono)  
Personnel Clerical Series  
Transactions & Records Officer  
Transaction and Records Assistant  
Personnel Processing Officer  
Personnel Processing Assistant  
Position Inventory Clerk

GS-0211.02

Appointment Clerk  
Appointment Clerk (Typing)  
Personnel Transaction Clerk  
Personnel Transaction Clerk (Typ.)

GS-0211.03  
GS-0211.04  
GS-0211.05  
GS-0211.06  
GS-0211.07

ANNEX-2**SECRET**

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<u>Occupational Code</u>	<u>Series or Position Title</u>
GS-0301.26	Clerk
GS-0301.27	Intelligence Clerk
GS-0301.28	Intelligence Assistant
GS-0301.29	Intelligence Clerk (Stenographer)
GS-0301.30	Intelligence Clerk (Typing)
GS-0301.35	Courier
GS-0301.36	Cryptic Reference Clerk
GS-0301.37	Cryptic Reference Assistant & Officer
GS-0301.40	Steward
GS-0304.00	Information Receptionist Series
GS-0305.01	File Clerk
	File Supervisor
GS-0305.03	Mail Clerk
	Mail Supervisor
GS-0305.05	Mail and File Clerk
	Mail and File Supervisor
GS-0305.07	Mail Clerk (Typing)
GS-0305.08	Mail and File Clerk (Typing)
GS-0305.11	Cable Analyst
GS-0305.12	Dispatch Analyst
GS-0305.13	Information Control Clerk
	Information Control Assistant
GS-0305.14	Information Control Clerk (Typing)
GS-0308.01	Communications Code Clerk
	Communications Coding Supervisor
GS-0308.03	Communications Technician (Cryptography)
	Communications Technician Sup (Cryptography)
GS-0309.00	Correspondence Clerk Series
GS-0312.00	Clerk Stenographer Series
GS-0317.00	Shorthand Reporter Series
GS-0318.00	Secretary Series
GS-0322.00	Clerk Typist Series
GS-0324.00	Varitypist Series
GS-0350.00	Miscellaneous Office Appliance Operating Series.
GS-0351.00	Addressing Equipment Operating Series
GS-0356.00	Card Punch Operation Series
GS-0358.00	Tabulating Machine Operation Series
GS-0359.01	Tabulating Equipment Operator
GS-0359.02	Tabulating Equipment Operation Supervisor
GS-0359.03	Tabulation Project Planner
GS-0360.00	Miscellaneous Duplicating Equip. Operating Series

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<u>Occupational Code</u>	<u>Series or Position Title</u>
GS-0369.00	Photostat Operating Series
GS-0371.00	Microphotography Series
GS-0382.00	Telephone Operating Series
GS-0383.00	Telephone Communications Service Sup. Series
GS-0385.00	Telegraphic Typewriter Operating Series
GS-0388.00	Radio and Telegraph Operating Series
GS-0389.00	Radio Operating Series
GS-0501.03	Fiscal Accounting Assistant
GS-0501.04	Fiscal Accounting Clerk
GS-0501.05	Fiscal Accounting Clerk (Steno)
GS-0501.06	Fiscal Processing Assistant
GS-0530.00	Cash Accounting Series
GS-0540.00	Voucher Examiner Series
GS-0544.00	Time, Leave and Payroll Series
GS-0615.00	Medical Technician Series
GS-0618.00	Medical and X-Ray Technician Series
GS-0650.01	Medical Technical Assistant
GS-0650.02	Physical Requirements Officer
GS-0802.00	Engineering Aid Series
GS-0816.00	Cartographic Drafting Series
GS-0818.00	Engineering Drafting Series
GS-1020.00	Illustrating Series
GS-1060.00	Photography Series
GS-1121.08	Communications Traffic Clerk
GS-1170.02	Real Property Clerk
GS-1172.02	Realty Clerk
GS-1173.00	Housing Management Series
GS-1371.01	Cartographic Compilation Aid
GS-1398.01	Laboratory Assistant
GS-1411.00	Library Assistant Series
GS-1531.00	Statistical Clerical Series
GS-1532.00	Statistical Coding Series
GS-1533.00	Statistical Drafting Series
GS-1541.00	Cryptanalysis Series
GS-1542.00	Cryptographic Clerical Series
GS-1610.00	Laboratory General Mechanic Series
GS-1611.00	Laboratory Electronic Mechanic Series
GS-1617.00	Exhibits Construction Series
GS-1640.00	Maintenance Superintending Series
GS-1641.00	Building and Ground Superintendent Series
GS-1651.01	Ordnance Specialist
GS-1651.02	Photographic Specialist
GS-1662.00	Operating Engineer Series
GS-1668.01	Motion-Picture Projectionist
GS-1668.02	Film Inspector

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<u>Occupational Code</u>	<u>Series or Position Title</u>
GS-1671.02	Polygraph Technician
GS-1671.03	Electronic Technician
GS-1671.04	Wire Equipment Technician
	Wire Equipment Specialist
	Crew Chief
GS-1681.10	Parachute Rigger
GS-1681.11	Aircraft Mechanic
GS-1681.12	Training Assistant
GS-1711.01	Registrar
GS-1711.03	Security Clerk
GS-1810.06	Supply Clerk
GS-2001.02	Logistics Clerk
GS-2010.03	Supply Requirements & Distribution Clerk
GS-2010.06	Procurement Clerk
GS-2020.03	Procurement Clerk (Typing)
GS-2020.04	Storage Planning Officer
GS-2030.01	Storage Specialist (General)
GS-2030.02	Storage Specialist (Facilities)
GS-2030.03	Storekeeper (General)
GS-2030.11	Storekeeper (Receiving)
GS-2030.13	Storekeeper (Shipping)
GS-2030.14	Packing Specialist
GS-2030.20	Storage Officer
GS-2030.21	Storage Assistant
	Storage Clerk
GS-2030.22	Packing and Crating Specialist
GS-2030.23	Surveillance Inspector
GS-2030.24	Property and Stock Control Series
GS-2040.00	Supply Cataloging Clerk
GS-2050.02	Surplus Property Clerk
GS-2080.02	Printing and Publication Series
GS-2090.00	Transportation Clerk
GS-2101.02	Freight Traffic Clerk
GS-2131.02	Passenger Traffic Clerk
GS-2132.02	Shipment Clerk
GS-2134.02	Transportation Operations Series
GS-2150.00	Motor Vehicle Dispatcher
GS-2151.01	Motor Transportation Officer
GS-2152.02	

- b. In the following lines of work, the normal promotion progression to the GS-7 level is established at one-grade stages, with the normal promotion progression thereafter at double-grade stages to GS-11.

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Occupational Code

Series or Position Title

GS-0201.01	Personnel Assistant
GS-0202.01	Personnel Research Analyst
GS-0212.01	Placement Assistant
GS-0212.02	Recruitment Assistant
GS-0213.01	Qualifications Analyst
GS-0221.01	Classification and Wage Assistant
GS-0230.01	Insurance and Claims Assistant
GS-0301.02	Administrative Assistant
GS-0301.09	Administrative Services Assistant
GS-0306.00	Records Management Series
GS-0560.01	Budget Assistant
GS-1810.01	Security Assistant
GS-1810.07	Physical Security Assistant
GS-1810.21	Personnel Security Assistant
GS-2001.01	Supply Assistant
GS-2010.05	Supply Rmmts. and Distribution Assistant
GS-2020.01	Procurement Assistant
GS-2020.02	Purchasing Agent
GS-2050.00	Supply Cataloging Series
GS-2080.01	Surplus Property Assistant
GS-2101.01	Transportation Assistant
GS-2131.01	Freight Traffic Assistant
GS-2132.01	Passenger Traffic Assistant
GS-2134.01	Shipment Assistant

- c. The normal promotion progression for all categories of positions not included in the listings of 3a and 3b above is established at double-grade stages within the range GS-5 to GS-11.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

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